

Behavior Inventory (BI) Changes

A new Air Force Personnel Center (AFPC) Operating Instruction (OI) changed some of the guidelines published in the last issue. All career programs using the BI must adhere to the OI to ensure consistency in the program's overall administration.

Rather than a continuous process as stated in our previous article, future BI assessments will only be administered during designated annual cycles. This year's BI cycle started in August with the mail out of score sheets to the field. Score sheets are due back to AFPC 24 October 1998. To make the scores available for use in the December end-of-month update, the FMCP can process late or corrected submissions until 12 December 1998. The 1998 cycle is for GS-11/12 personnel with BIs prior to 1998, personnel promoted to GS-13 from the end of April 1997 and to the end of June 1998, and new GS-13/14 registrants as of 30 June 1998. People not registered by 30 June 1998 must wait until the next annual cycle.

The AFPC mailed score sheets, brief instructions, and the web site address to Mission Support Squadrons or Mission Support Groups. In turn, they distributed the material to the supervisors responsible for their discussion and completion of the BI. (The Air Force Audit Agency designated a POC for the distribution and control of Auditor BIs) Supervisors must return completed score sheets in a timely manner to the Mission Support Squadrons/Groups for return to AFPC.

Supervisors were advised to download the "A Guide to the Behavior Inventory" and this cycles version of the BI questionnaire for viewing or printing from the WWW at "http://www.afpc.af.mil/civ_car/BI". The web site containing the guide and BI materials will only be available during the current cycle.

Because the BI is an important part of a registrants Total Person Score, supervisors and management officials must take special note of the timelines to ensure prompt return of properly completed answer sheets. Registrants whose supervisors have failed to return a BI score sheet in a timely manner will be informed of the missing BI score sheet by post card. Management officials will also be given feedback regarding missing BI score sheets by email during the cycle and in November.

Unless facts and circumstances indicate a different course of action is more appropriate, BI score sheets not returned within a reasonable amount of time will be treated as declinations, and zero scores will remain in the TPS record until the next applicable BI cycle (two years in most cases).

Registrants wanting to know their BI eligibility status and score should access the FMCP homepage at http://www.afpc.af.mil/civ_car/fmcp from an official Air Force computer. From the homepage, select the line that reads "TPS - Take a look at your score". Enter

your social security account number (SSAN) and your Personal Identification Number (PIN). Do not use any dashes, slashes or spaces in the SSAN. Your initial PIN is your date of birth in a YYMMDD format. If you were born on 23 March 1948, your initial PIN would be 480323. Everyone must change their PIN during the initial log on. The new PIN can be any set of six characters and is case sensitive. Once signed on to this secured area of the web, a brief message will inform you of your BI cycle status and you can view your TPS and related information.

If you have any questions, contact Roger Dold, DSN 487-6177 or by email at doldr@hq.afpc.af.mil.

Air Force-Wide Competitive Development Programs

In July, MAJCOM-FOA-DRU/CVs and SAF/AF two-letter offices received a letter changing the civilian nomination process for the academic year 1999 (AY-99) AF-wide competitive development programs. The letter provides a specific number of nomination quotas for each MAJCOM and Air Staff office for Senior Service Schools, Intermediate Service Schools, selected Academic and Experiential programs, and GS-15 short-term executive development programs such as the Federal Executive Institute.

Earlier this year, FMCP registrants submitted a Career Enhancement Plan (CEP) approved by their supervisor. The FMCP normally forwards nomination packages to candidates wishing to compete for these prestigious courses. Our Training and Development Panel (T&D) would rate the FMCP nominations and, after approval by the Policy Council chair, forward our FM selectees to the Air Staff. At that level, the Executive Resources Board (ERB) would make the final selections from all nominees. This new process greatly reduces the role of functional career programs and T&D Panels.

MAJCOM-FOA-DRUs and SAF/AF two-letter offices will now determine the civilians to nomination for each category of long-term training from among all their functional areas. Conceivably, a MAJCOM could use their quotas to nominate zero or all financial management personnel. The ERB still makes the final selections from the nominations submitted by MAJCOMs and Air Staff offices rather than from career programs. Announcement of selectees is scheduled for December in conjunction with the military PME selections.

The change in AF-wide competitive process does not diminish the value of the recent CEP. The FMCP will still use that CEP to identify FY-99 training needs such as Management Development Courses, FMCP training courses, Education With Industry (EWI), and Industrial Development Education in Acquisition Programs (IDEA). If you have any questions, contact Brian Sprague, e-mail spragueb@hq.afpc.af.mil or voice mail at DSN 487-6177.